

In the claims:

1. (currently amended): A method of generating an E-mail message comprising the steps of:

generating a draft of the message,

proofreading the draft of the message and acknowledging message is proofread and finished,

signing the draft,

only after signing the draft and acknowledging proofread and finished permitting

addressing of the message[[.]],

performing checking of the address and

only after addressing the message and performing checking of the address and

signing the draft permitting sending the E-mail.
2. (original): The method of Claim 1 including the step of sending the E-mail

only after signing the draft and addressing is complete.
3. (original): The method of Claim 1 wherein said draft is placed on a colored

screen that changes color after signing the draft.
4. (currently amended): The method of Claim 3 wherein said draft changes color

after the addressing ~~the envelopes~~.
5. (original): The method of Claim 1 wherein said signing includes

acknowledging it is signed.
6. (original): The method of Claim 1 wherein acknowledging includes placing a

label indicating a signature.

7. (original): The method of Claim 6 wherein said label includes a marking on a form.
8. (original): The method of Claim 1 wherein said addressing includes a checking step of providing a list of addresses and an indication of who gets full copies and who does not.
9. (new): The method of Claim 1 wherein if it is not signed and proofread the process returning to the generating a draft step.
10. (new): The method of Claim 1 wherein said addressing includes providing a listing of who gets a full copy and who gets a blind copy and said checking includes checking the listing of who gets a full copy and who gets a blind copy.
11. (new): The method of Claim 1 wherein said addressing includes providing a listing of names of who gets attachments and said checking includes checking names of who gets said attachments.
12. (new) : A method of generating an E-mail message comprising the steps of:
 - drafting a text message by an author on a display screen;
 - requiring an acknowledgment that the draft of the message is proofread and finished by the author;
 - only after acknowledging the message is proofread and finished permitting addressing of the message,
 - addressing the message;
 - performing an automatic checking of the address after addressing the message;
 - permitting sending of the E-mail only after receiving an acknowledgement of correct addressing.

13. (new): The method of claim 12 wherein said acknowledgement of proofreading and finished is by the author signing the draft.
14. (new): The method of claim 12 wherein after acknowledging the message is proofread and finished automatically providing an addressing screen to address the message.
- 15 (new): The method of claim 14 wherein addressing screen is in the form of an envelope.
16. (new): The method of claim 12 wherein said automatic checking of the address includes checking to determine that a salutation of the draft matches the address.
17. (new): The method of claim 12 wherein said automatic checking of the address includes checking the names for attachments and full or blind copies from a listing.
18. (new): The method of claim 13 wherein after signing the draft, the draft changes color.
- 19(new): The method of claim 12 wherein after checking the addressing, providing a query to send the message and the sending of the message only if the author positively answers the query to send the message.
20. (new): The method of claim 19 wherein after checking the addressing and before mailing the draft changes color.